

yellow
ODP files

17 September 1981

MEMORANDUM FOR: See Distribution

FROM :
Chief, Management Staff, ODP

SUBJECT : Management by Objectives Conference for
Fourth Quarter FY-81

1. Following is the schedule for the fourth quarter FY 1981 Management by Objectives Conferences with the Director of Data Processing. They will be held in the ODP conference room, 2D03, Headquarters.

<u>Date Oct. 1981</u>	<u>Component</u>	<u>Time</u>
19	AS	1030-1200 Hours
20	DD/P	1400-1600 Hours
21	Joint DD/A & DD/P & MS	1030-1200 Hours
21	DD/A	1330-1500 Hours
22	Make-up	1030-1200 Hours

2. Attachment A summarizes the ODP MBO's this quarter and the responsible officers. As a reminder, the Narrative Status Report plus the Objective and Action Plan Report should be sent to Management Staff by the last day of this month.



Att: a/s

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ODP MBO's
FOURTH QUARTER FY-81

<u>Component</u>	<u>Tab</u>	<u>Objective Title</u>	<u>Responsible Officer</u>	
<u>AS</u>	A	Update of ODP T/O	<div style="border: 1px solid black; width: 60px; height: 20px;"></div>	STAT
	B	ODP Records Schedule		
	C	ODP Space Requirements	C/AS	
	D	Training	C/AS	
<u>DD/P</u>	E	Introduction of	<div style="border: 1px solid black; width: 120px; height: 100px;"></div>	STAT
	F	Softcopy Terminal Implementation of		
	G	Computer Plan Manual Document		
	H	Logging System <div style="border: 1px solid black; width: 170px; height: 15px;"></div> Facility		
<u>Joint</u>	I	Office Automation	DD/A DD/P	
<u>DD/A</u>	J	CAMS	<div style="border: 1px solid black; width: 130px; height: 35px;"></div>	STAT
	K	4C		
	L	Message Handling Facility		